

INFORMATION PAPER

SUBJECT: Local Educational Agency (Lea) Segment of Armed services Vocational Aptitude Battery (ASVAB) in the Student Testing Program (STP) in Alaska.

PURPOSE: To familiarize HQ USMEPCOM (Testing) with the LEA.

DISCUSSION:

Concept: The LEA concept is based on offering a self-administering, contracted-to-school-districts ASVAB STP service for selected, hard-to-reach and costly remote districts, utilizing certified district educators to perform as Test Administrators (TA's) for high schools (HS's) in those districts. All training, monitoring, and coordination of the LEA's is carried out by the Anchorage MEPS Educational Services Specialist (ESS). Coordination within the MEPS (esp. with Budget) and outside the MEPS with DoD Contracting at Fort Richardson is essential. The concept reduces the cost of testing receptive, far-flung remote schools and enhances the STP not only in those LEA districts but in the state as a whole.

Security: The security of the ASVAB STP Test Booklets (TB's) has always been and still is of paramount importance. TB's have been and still are stored during the School Year (SY) in MEPS-approved school files/safes. TB's are transported during use in MEPS-approved locking briefcases. Approved receipting of TB's is carried out at training, and LEA personnel are trained on security measures. Semi-annual inventories are done in January.

Approval: Tentative approval for the program was originally granted by HQ USMEPCOM on 14 OCT 86 pending approval of the final draft of the Memorandum Of Understanding (MOU). Approval of the original MOU was granted during SY 86-87. Since that time, the Statement of Work (SOW) replaced the MOU. For SY's to the present, the SOW has been approved by HQ USMEPCOM before contracts were offered to selected districts.

History:

- Before SY 86-87, Anchorage MEPS (Substation) realized testing some remote districts was extremely expensive due to the modes of travel, school size, vastness of Alaska, and extremely harsh winters. Schools, however, continually requested being tested.

- The Office of Personnel Management (OPM) TA's used to test HS's in the 2 major cities of Anchorage and Fairbanks. OPM could not realistically provide trained TA's throughout the state. Anchorage MEPS early on used its own military and civilian staff to HS's (at great expense) outside the 2 cities. As OPM down-sized, Anchorage MEPS was faced with conducting all STP testing with its own staff.

Ms. Tisdale/WS USMEPCOM/MCO-WAN-O/(907) 274-8231/21 Feb 96

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- Prior to and during SY 86-87, Seattle MEPS (our servicing agency while a substation), Anchorage MEPS, and Western Sector (Testing: Dr. Richard Montgomery) wondered if an "OPM-type" model could be developed. They polled selected schools who had requested tests. They developed the Alaska-unique LEA concept. HQ USMEPCOM provided expertise on legality, formats, contracts, and other essential elements.
- The original concept used a "control" document similar to the MOU for OPM TA's. It considered participating school districts to be "quasi-federal" agencies. DoD contracting advised contracting with a standard services contract. Original contract prices were based on OPM-type scales to pay district TA's.
- The unique program began active testing during SY 87-88. In October 1987, selected remote district, having signed contracts, met in Fairbanks, Alaska for 2 days of training by selected staff from Western Sector and Seattle. Test Booklets were hand-receipted over to them during training. LEA TA's returned to their districts for the genesis of the LEA.
- Since SY 87-88, many changes in the LEA have occurred:
 - The MOU was replaced by an SOW (w/yearly approval by HQ).
 - The receipting over of test booklets and training was done at the district site.
 - OPM TA's were not used in ANY high schools in Alaska.
 - Test booklets were returned to MEPS immediately after all testing was finished rather than being left at district offices over the summer.
 - Training of LEA's passed from Western Sector/Seattle to the Anchorage MEPS Testing NCOIC. The ESS became the trainer when that slot was created and filled.
 - Contract prices were re-evaluated when OPM was no longer the payment model. A flat rate of \$300 per district was set (HQ's suggested price).
 - The required forms (USMEPCOM and OPM) were prepared by the Anchorage ESS (by computer), packaged in labeled Certified Mail envelopes for returning answer sheets to make the program more user-friendly and increase accountability. Training packets (notebooks) were developed by the ESS for uniformity and efficiency.
- The program was tracked:
 - LEA's historically test 50-100% of junior/seniors.
 - LEA TA's are the most highly trained educators on ASVAB (outside MEPS and recruiting) in Alaska; their movement into other districts enlarged the program or enhanced ASVAB STP in other districts.

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- LEA's historically comprise approximately 3.5% of the total junior/senior population in Alaska (but SY 95-96 will have the 4th largest district as an LEA). LEA's make up approximately 30-50% of eligible schools in Alaska.
- LEA's are cost-effective; only testing in the greater Anchorage area or at consolidated sites is more cost-effective.

IMPLEMENTATION:

- Receptive districts send a Letter of Intent (request to join). Each district is assessed by MEPS to see if they will "fit" the requirements.
- The SOW is written by the ESS, approved by HQ USMEPCOM, sent to the MEPS BAA with a list of acceptable districts and POC's (from ESS). The MEPS BAA forwards the SOW's and contracts (DD1155, DoD Standard Service Contract) to DoD Contracting at Fort Richardson. Contracts are issued to selected districts. Coordination is carried on between the BAA, ESS, and DoD Contracting to alleviate problems and expedite acceptance.
- Upon receipt of signed contracts by the MEPS BAA/Contracting, definite training dates are set for ESS (largely by the district to ensure all their personnel will be available). Tentative dates may be set months in advance, but no "hard" dates are set until approximately August 1.
- The ESS (or MEPS-approved substitute) conducts training on security, test administration, program implementation, use of results and USMEPCOM materials, and coordination with other programs locally, statewide, and nationally. Test booklets are receipted over to the district.
- The ESS and testing personnel monitor and assist LEA's by phone, in writing, and personally (if in Anchorage). LEA TA's administer the test, mail answer sheets and other materials to MEPS. Anchorage MEPS scores answer sheets, prints results, mails results and other products to schools. Due to the remoteness of schools and LEA TA's setting own test schedules, recruiters do not proctor or offer test interpretations. At the end of the district's testing for the SY, LEA's mail Test Booklets by Registered Mail to MEPS. Books are receipted back to the MEPS. LEA's are assisted in writing and by phone in receiving payment (by Electronic Funds Transfer [EFT] to save time and money).
- MEPS ESS recommends renewal of contract for another SY or alternative methods of testing.

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MOP-TD (MCO-WAN-T/17 Jun 99) 1st End

24 JUN 1999


SUBJECT: Statement of Work (SOW) for Alaska Local Educational Agencies (LEA)

DIRECTOR, OPERATIONS, HQ, USMEPCOM

THRU CDR, W SEC. USMEPCOM

FOR CDR, ANCHORAGE MEPS

1. Your request for renewal of the revised SOW for SY 99/00 is approved.
2. Point of contact is Mrs. Gail Laber, DSN 792-3680 or commercial 847 688-3680, extension 7521.

for 
J. M. ADAMS
Captain, USN
Director, Operations